

WAIS, Inc.

STAFF MEETING AGENDA

August 15, 1994

I. Weekly Business Reports

- A. Sales
- B. Accounts Receivables
- C. Human Resources/Administration
- D. Product Development
- E. Services Development

\$35K in

CMP - \$70K
\$21,500 AC/wk

BLG's
1st online cat
Oatridge
NSA

II. Meeting Objective

New members of the WAIS team: Will Tuthill, Engineering Dept.
Kevin Kronin, Sales/Marketing Dept.

III. Issues for the Week

- A. New WAIS-kid
- B. Sun program - develop VAR package (LARS)

IV. Summary

C. HR (JD - Dia Mfg Mon/Tues)
Turning Machines down

D. Security finished
DJ → Alpha done
WAIS Turnover manual - new v.
Adobe Acrobat
WAIS Exec. - relevance feedback
Prelim. Beta documentation (1-2 wks) v. 2.
V2 Protocol Server Manager
Testing for Beta

AOL - spec started
↓?
9/8 prototyping CMP
Nov. system

DJ WAIS frate
Down Vision

Announcement - online press

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8/8/94 Meeting Minutes

AR:

\$49K received

Sales:

MTD bookings: \$35K

HR/Admin:

HR database input

Interviews scheduled for Mon. & Tues.

Meet w/ engineer to define job description

Attic move w/in 2 weeks

Conference room refurbishing

Books sent to accountant

Developoment:

DJ Beta-->Alpha on-going

Ranger clean-up

Automatic Testing Suites

Services:

Scholastic maintenance contract

Server down, DJ timeline delayed 1 week

DJ schedule

DJ service on our machine

DJ logs

DJ service will be up on dv.wais.net

Seybold presentation copies to be sent out

Week	New	Booking \$	MTD	August	% of MTD	YTD	YTD Bookings	% of YTD	% of FY95
Ending:	Orders	New Orders	Booking \$	Bookings	Goal	Booking \$	Quota	Goal	Goal
	By Week	By Week		Quota					
8/5/94	2	\$35,000.00	\$35,000.00	\$167,000.00	20.96%	\$117,000.00	\$334,000.00	35.03%	3.90%
8/12/94	2	\$35,000.00	\$70,000.00	\$167,000.00	41.92%	\$152,000.00	\$334,000.00	45.51%	5.07%
8/19/94			\$70,000.00	\$167,000.00	41.92%	\$152,000.00	\$334,000.00	45.51%	5.07%
8/26/94			\$70,000.00	\$167,000.00	41.92%	\$152,000.00	\$334,000.00	45.51%	5.07%

Weekly Bookings Log - August 1994

Total In	Total Commit	Total NC	Total Receivables (In and Outstanding)
\$70,468	\$62,000	\$98,618	\$231,085

Dollars Collected for Month-to-date (Aug)	Current Month Revenue Quota	% of MTD Attainment	\$ Collected YTD FY95	Revenue Quota YTD	% of YTD Attainment	Total In and Committed for Current Month
\$70,468	\$167,000	42.20%	\$164,468	\$3,000,000	5.48%	\$132,468

Collected for
August at end
of last week:

\$48,968 -

Collected
this past
week:

\$21,500 -

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Accounts Receivable Report ** 8/15/94 11:47 AM ** COMPANY CONFIDENTIAL

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CONFIDENTIAL

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To: staff, nick
From: judy@wais.com (Judy Chen)
Subject: 8/15 Staff Mtg.Agenda

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12 noon, August 15, 1994

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